

West Virginia Department of Health and Human Resources
Bureau for Behavioral Health and Health Facilities
Grant Processing Checklist

The following items **MUST** be submitted to the Bureau for Behavioral Health and Health Facilities (BBHFF) for Fiscal Year 2017 grant processing, per the 2017 State Grant Allocation, Process and Procedures Memorandum:

- ☐ Statement of Work for each program (MUST be submitted in Word. PDF copy will NOT be accepted)
- ☐ Target Funding Budget for each program (MUST be submitted in Excel. PDF copy will NOT be accepted)
- ☐ Detailed Line Item Budget for the total grant amount (MUST be submitted in excel & PDF)
- ☐ Budget Narrative that describes the Detailed Line Item Budget (MUST be submitted in Word)
Ensure narrative details indirect cost plan determination in accordance with DLIB instructions, if applicable.
- ☐ DHHR Sub-Recipient Information Form (DHHR Finance A-1000) (MUST be submitted in PDF)
- ☐ Grantee Contact List (May be submitted in PDF or Excel)
- ☐ Indirect Cost Plan (if required).

The following items do **NOT** need to be submitted to the Bureau for Behavioral Health and Health Facilities (BBHFF) for Fiscal Year 2017 grant processing, however each grantee must ensure compliance:

- ☐ **Verify** active Central Contract Registration (CCR) at www.sam.gov/index.html
(Expiration date cannot be prior to 10/01/2016)
Please note: The zip code on the CCR must include the plus 4 digits
- ☐ **Verify** active registration with the WV Secretary of State at
www.sos.wv.gov/Pages/online-services.aspx

All Forms and Instructions can be found at
<http://www.dhhr.wv.gov/bhff/forms/Pages/FinancialForms.aspx>

For faster processing, **ALL** grant related questions and submissions should be submitted to the BBHFF Grants Mailbox by **replying** to the allocation email. All submissions are processed in the order they are received.

All invoicing templates and guidance will be emailed to grantees
upon **finalization** of the grant agreement.